

Mail Completed form to:
Employer Support Services
Department of Retirement Systems
P.O. Box 48380
Olympia, WA. 98504-8380

USING THE TRS PLAN 1 RETIREE RETURNING TO WORK REPORT

To complete this form:

1. Provide all the information requested at the top of this form:
 - The employer's name
 - The name of the person preparing the form
 - The date the form was mailed to DRS
 - The telephone number of the person who completed the form
 - Page number
2. Complete the retiree information for each of the transactions you are submitting:
 - Enter the retiree's Social Security Number
 - Enter the retiree's Name
3. Complete the employment information for each of the transactions you are submitting:
 - Enter the retiree's date of hire in their current position in the begin date columns (mmddyyyy)
 - Enter the retiree's termination of employment date in the end date columns (mmddyyyy) - DRS can not accept end dates beyond the current date
 - Put an "X" in the box to the right of the position status that applies to each retiree
4. Make a copy of the form for your records.
5. Send the form to DRS at the address given in the lower right corner of this form.

Note: Regarding use of the date fields:

- The appropriate dates and other applicable information should be submitted if a retiree moves from an On-Call position to a Contracted position or vice versa.
- This information determines when a retiree's monthly benefit will be suspended or when it can resume.

Note: Regarding position status:

- Contracted versus On-Call has a direct impact on how much a TRS Plan 1 Retiree can work during the fiscal year (July – June). It is critical to keep DRS informed of the employee's position status. If you have an employee that is performing both On-Call and Contracted work, you must Put an "X" in the box to the right of the Contracted box.

Refer to DRS Notice 99-004 for more information or call Employer Support Services at (360) 664-7200 if you have any questions.